



CSUS Foundation  
OSHDP  
**Student Job Announcement**  
California Health Policy and Data Advisory  
Commission(CHPDAC)/Committee for the Protection of Human  
Subjects(CPHS)

This is a temporary, non-benefited position. Students are employed by the CSUS Foundation to work at OSHPD. Persons employed in this position or the CSUS Foundation, can at any time, terminate the employment relationship at will, with or without cause. **Student Assistants in undergraduate studies must maintain a 6 unit minimum and graduate students must maintain a 4 unit minimum to be employed in this position.**

**Job Details**

<b>Position Number</b>		<b>Post Date</b>	4/01/04
<b>Approximate Hours Per Week</b>	20-25 during school	<b>Title</b>	Student Assistant
<b>Work Location</b>	Off-Campus	<b>Rate of Pay</b>	\$9.00 TO \$10.00
<b>Work Schedule</b>	Monday - Friday	<b>City Location</b>	Sacramento

**Preferred Education**

Student must be enrolled in a minimum of 6 semester units at an accredited college or university in a health-related and/or Computer Science or Management Information Systems related major.

**Preferred Experience**

Experience in Windows Office software application programs, such as ACCESS and Excel, and Novell Groupwise e-mail software; design, development, and maintenance of databases, word processing, and data entry experience; excellent writing and oral communication skills; and attention to detail, accuracy, and completed staff work.

**Duties And Responsibilities**

The Student Assistant will help with the preparation of public hearings for the CHPDAC as well as administrative activities for the CPHS. The student will research existing information on disease management programs, health data exchange, and research policies and procedures of other institutional review boards. The Student Assistant will provide data entry, data reports, and update e-mail distribution list for the CPHS staff. The data entry will involve updating and correcting inconsistencies in records for over 700 research project records.

**How To Apply**

Click here for instructions on [How To Apply](#).

**Apply To**

CSUS Foundation  
Human Resources  
3rd Floor Bookstore Bldg.  
6000 J Street, Room 300  
Sacramento, CA 95819-6063  
*Hours: Mon - Fri 8:00 AM to 5:00 PM*